

# EMPLOYMENT APPLICATIONS

Prepare for filling out applications at home. Take the time to gather and organize all of the information you need, including: education, employment history, descriptions of previous job duties, a list of your skills, and references. Write it all down and keep this information sheet with you whenever you contact an employer. You will need this information to fill out applications.



**Fill the application out completely.** One of the reasons applications get thrown away is because they are incomplete. Use N/A (not applicable) if the section does not apply to you.

**The application should be neat, *with no errors in grammar or spelling*.** Be sure to print neatly, avoid abbreviations and use an erasable pen, if possible.

**Be Positive**—Look for ways to show that you are the right person for the job. Think about what you would look for in an employee. Emphasize your positive character traits.

**Salary Requirements**—When asked about the lowest wage you'll accept, it is best to respond with "Open" or "Negotiable." Use this response even when the wage is posted. Never put a specific wage. You may be able to negotiate a higher wage.

**Reasons for Leaving**—Avoid terms like "Fired, Quit, Illness or Personal Reasons." Use positive statements about why you left a job such as "Looking for More Responsibility," or "Seeking a More Challenging Position."

**Position Desired**—Never leave this question blank, or reply "Any" or "Open." If you know the job title, write it. If you don't, state the department in which you want to work. If you are interested in more than one job, fill out more than one application.

**References**—Get your references' permission ahead of time to list them. See the section of this publication on References.

**Take your time**—If possible, take the application home so you won't be rushed while completing it. This is especially helpful if you have trouble with spelling and grammar (it gives you the opportunity to seek help). If possible, take two blank applications. Once you have the first one filled out, check for errors and make any needed changes. Then fill out the second one perfectly. Hint: Use an erasable pen.

## Do:

- Be accurate.
- Be informative.
- Be complete.
- Be honest.
- Print neatly.
- Sign the application.
- Follow directions.



## Don't:

- Misspell words.
- Cross out writing.
- Leave unanswered questions.
- Wrinkle or fold the application.
- Turn the application in late.
- Mention health, personal, legal or financial problems.